

## Claims

1. A computer-implemented method for converting a paper document to an electronic document and sending the electronic document to at least one destination, said method comprising the steps of:

sending commands, from a server computer to a sending computer with a connected scanner, that control the sending computer to scan the paper document, generate the electronic document, and send the electronic document to the server computer;

receiving the electronic document at the server computer; and

sending the electronic document to a destination.

2. The method of claim 1, further comprising the step of sending, from the server computer to the sending computer, software for enabling the server computer to control the sending computer by sending the commands.

3. The method of claim 1, wherein:

the paper document comprises a plurality of pages;

scanning the paper document comprises scanning each of the plurality of pages to generate an electronic representation for each page; and

generating the electronic document comprises combining each electronic representation.

4. The method of claim 1, wherein the electronic document is a document in PDF format.

5. The method of claim 1, further comprising the step of receiving at the server computer from the sending computer the identity of the destination.

6. The method of claim 1, wherein the destination is a document repository.

7. The method of claim 6, further comprising the steps of:

receiving at the server computer from the sending computer archiving information for identifying the electronic document in the document repository; and

storing the archiving information with the electronic document in the document repository.

8. The method of claim 7, wherein the archiving information includes a title of the electronic document.

9. The method of claim 6, further comprising the steps of:

receiving at the server computer from the sending computer an electronic mail address; and

sending a message to the electronic mail address, the message providing information enabling a recipient of the message to retrieve the electronic document from the document repository.

10. The method of claim 1, wherein the destination is a printer.

11. The method of claim 10, further comprising the steps of:

receiving at the server computer from the sending computer an identity of the printer; and

sending to the printer the electronic document and commands to control the printer to print a paper copy of the electronic document.

12. The method of claim 1, wherein the destination is an electronic mail address.

13. The method of claim 12, further comprising the steps of:

receiving at the server computer from the sending computer an electronic mail address; and

sending a message to the electronic mail address, the message including the electronic document.

14. The method of claim 1, wherein the destination is a fax machine.

15. The method of claim 14, further comprising the steps of:

receiving at the server computer from the sending computer a fax machine telephone number; and

sending to the fax machine the electronic document.

16. A computer readable medium containing a computer program product for converting a paper document to an electronic document and sending the electronic document to at least one destination, said computer program product comprising:

program code for selecting a destination;  
program code for sending an identity of the selected destination to a server computer; and  
program code for enabling commands sent from the server computer for causing the scanning of the paper document, the generation of the electronic document, and the sending of the electronic document to the server computer from which the electronic document is sent to the destination.

17. A computer apparatus for converting a paper document to an electronic document and sending the electronic document to at least one selected destination, comprising:

a user interface module for receiving a selected destination from a sending computer, sending commands to the sending computer for causing the remote computer to scan the paper document, generate the electronic document, and send the electronic document from the sending computer to the user interface module, and receiving the electronic document from the sending computer;

connected to the user interface module, a command module for generating the commands and sending the commands to the user interface module; and

connected to the user interface module, a distribution module for receiving the electronic document from the user interface module and sending the electronic document to the selected destination.

18. The computer apparatus of claim 17, wherein the selected destination is a printer and the distribution module is a print module.

19. The computer apparatus of claim 17, wherein the selected destination is a receiving user and the distribution module is a message module.

20. The computer apparatus of claim 17, wherein the selected destination is a document repository and the distribution module is a repository module.

21. The computer apparatus of claim 17, wherein the selected destination is a fax machine.